

**STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D**

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

The Social Services Division/Child Welfare Services Branch is continuing to have their office space on the third floor of the KHNL/KVFE New Media Center (located at 420 Waiakamilo Road, Honolulu, HI 96817) reconfigured to accommodate an increase in worker positions. Corporate Environments International (CEI) has been contracted to complete the reconfiguration. It is necessary to disconnect and reconnect existing system furniture power in order to complete the reconfiguration. This electrical work is not a part of CEI's contract and needs to be contracted separately. The Owner/Lessor of the building will not allow any contractor other than the one listed in #2 below to do any electrical work in the building.

2. Vendor/Contractor/Service Provider:

Jay Kadowaki

3. Amount of Request:

\$ 18,000

4. Term of Contract From: 2/1/2013 To: 12/31/2013

5. Prior SPO-007, Procurement Exemption (PE): 12-064-K

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

According to the Owner/Lessor of the building (KHNL/KVFE New Media Center,) they will only allow and approve Jay Kadowaki, Contractor, to make the necessary electrical modifications. Please see attached letter from the Lessor, Kamehameha Schools. The Department and CEI have talked to the Lessor about considering other options, but the Lessor remains firm that Jay Kadowaki is the only possible option to do this necessary work, as this contractor was central in the building's renovation and is uniquely aware of the electrical nuances and electrical capacities of the structure.

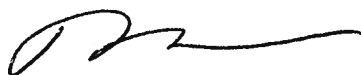
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Contact and discussion with the building Lessor led to the conclusion that the Lessor will only allow this one contractor to provide the electrical work needed. The Department received an acceptable budget, work plan, and a corporate resolution from the contractor. The Department verified that the contractor is appropriately licensed and insured.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Cynthia Pierce	DHS/SSD	587-3168	cpierce@dhs.hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.*



Department Head Signature

1/9/2013

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 1/12/13

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 02/01/13 to 12/31/13 with the understanding this approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

☒ Approved ☐ Disapproved ☐ No Action Required



Chief Procurement Officer Signature

2/19/2013

Date